

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length ____

☒ Formal Training
and Development
Assignment

Position Title: Business Entities Analyst

Location: Central Office, Phase III

Classification: CR/SCR or Equivalent

Section/Unit: ARM Division Support Bureau
Systems Analysis Team

Salary Range: Dependent upon classification

Number of Vacancies: 1-2

Job Description: (includes typical duties)

Under the general direction of the supervisor the analyst will be responsible for identifying and evaluation ideas for changes to increase the effectiveness of the automated processes of the Personal Income and Business Entities collections systems. This includes, but is not limited to: the monitoring and managing of the Accounts Receivable Collection System (ARCS) automated business processes, testing the effectiveness of the collection decisions and recommending changes to the collection process to make it more effective and efficient, preparing and presenting reports on the findings of each analysis. In addition, the analyst will serve on various teams and provide input and support from an ARM Division IT perspective.

Required Knowledge, Skills, Abilities:

- Knowledge of FTB's Business Entities programs, policies, procedures, and public service objectives.
- Ability to perform detailed analysis, evaluate alternatives and draw sound conclusions.
- Ability to work independently with minimal supervision.
- Self-motivated, enthusiastic, and a good sense of humor.
- Ability to present ideas and information effectively, both orally and in writing.
- Ability to be flexible in response to changing workloads and priorities.
- Strong organizational skills and ability to successfully balance multiple tasks.
- Ability to develop and maintain effective working relationships with both internal and external customers.

Desirable Experience/Qualifications:

- Knowledge of the PIT and BE ARCS applications and business functions.
- Broad knowledge of return processing systems (TI, BETS and INC.).
- Experience writing issue papers, reports and memorandums.
- Knowledge of project management techniques and methodologies
- Knowledge and experience using MS Office products.

Mail or hand deliver your application by: Monday, January 26, 2009

Contact Person: Shawn Smith

Telephone Number: 845-5025

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Exams

Special Instruction: **FTB EMPLOYEES HAND DELIVER OR ROUTE TO** Shawn Smith **at M/S A243**

California State Tax Compliance: As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.